

PLANS

In CM/ECF, plans are docketed as separate events even if filed simultaneously with a voluntary petition. This module specifically details how to docket a chapter 13 plan. The same steps would be followed to file a chapter 11 or chapter 12 plan.

Note: Chapter 11 disclosure statement is also docketed through the Plan category.

Chapter 13 Plan

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu Bar. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)

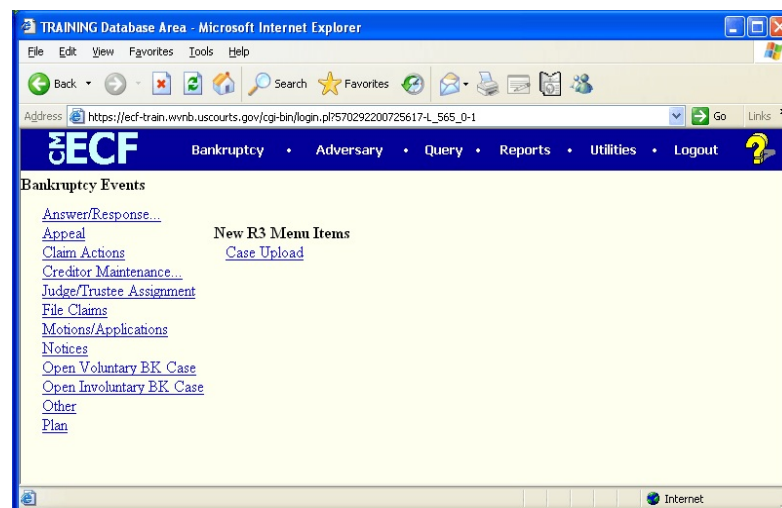
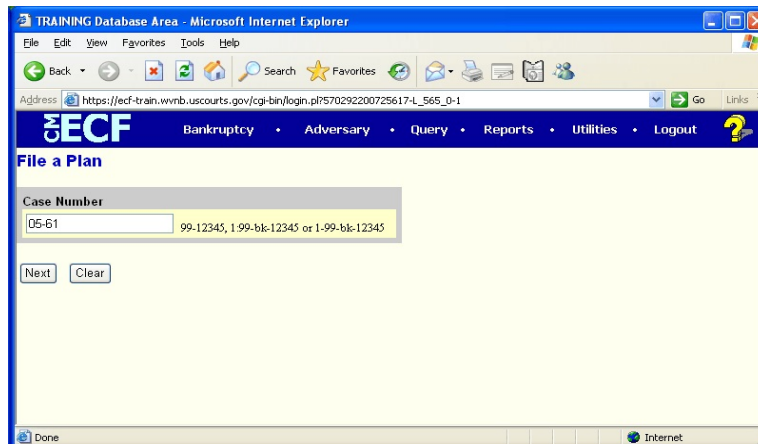


Figure 2

- ◆ Click the Plan hypertext link.

STEP 3 The **Case Number** screen displays. (See Figure 3.)

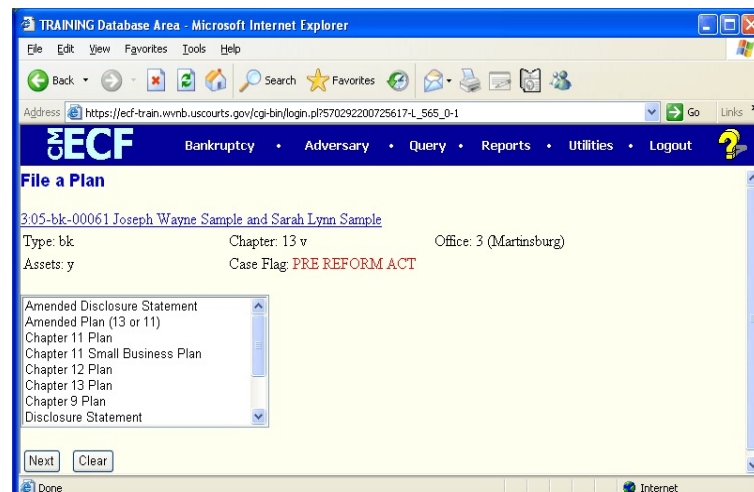


The screenshot shows a Microsoft Internet Explorer window titled "TRAINING Database Area - Microsoft Internet Explorer". The address bar displays "https://ecf-train.wvnb.uscourts.gov/cgi-bin/login.pl?570292200725617-L_565_0-1". The page features a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a section titled "File a Plan". Under this section, there is a "Case Number" label and a text input field containing "05-61". To the right of the input field is a hint: "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input field are two buttons: "Next" and "Clear".

Figure 3

- ◆ Enter the case number in yy-nnnnn format.
- ◆ Click **[Next]** to continue.

STEP 4 The **File a Plan** screen displays (See Figure 4a.)



The screenshot shows the same Microsoft Internet Explorer window. The page content has changed to the "File a Plan" screen. It displays the case number "3:05-bk-00061" followed by the case name "Joseph Wayne Sample and Sarah Lynn Sample". Below this, there are three fields: "Type: bk", "Chapter: 13 v", and "Office: 3 (Martinsburg)". There is also a field for "Assets: y" and a "Case Flag: PRE REFORM ACT". A dropdown menu is open, showing a list of options: "Amended Disclosure Statement", "Amended Plan (13 or 11)", "Chapter 11 Plan", "Chapter 11 Small Business Plan", "Chapter 12 Plan", "Chapter 13 Plan", "Chapter 9 Plan", and "Disclosure Statement". At the bottom of the screen are "Next" and "Clear" buttons.

Figure 4a

- ◆ Verify the case number and case name.
- ◆ If the case number and name do not match your document, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission
- ◆ Use the down arrow to the right of the box to scroll through the Event Type list to select the document to be filed. Click to highlight **Chapter 13 Plan**. (See Figure 4b.)

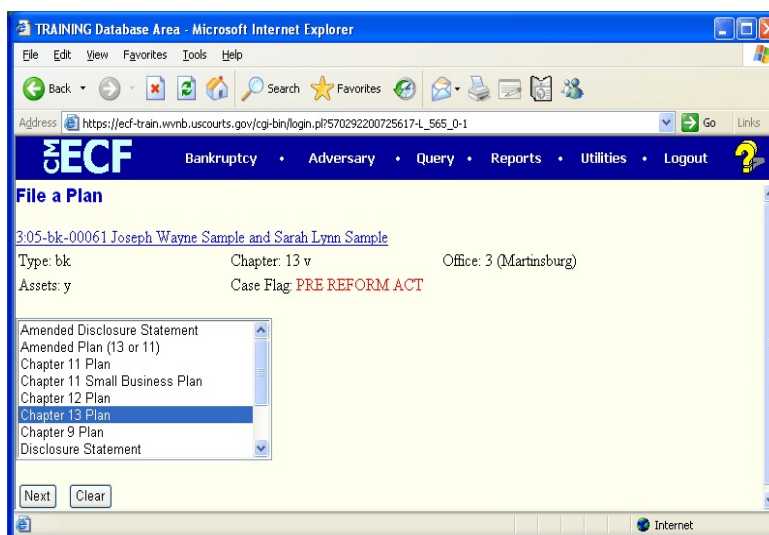


Figure 4b

- ◆ Click **[Next]** to continue.

STEP 5 If you are not filing the plan jointly with other attorneys, do not select this screen. (See Figure 5.)

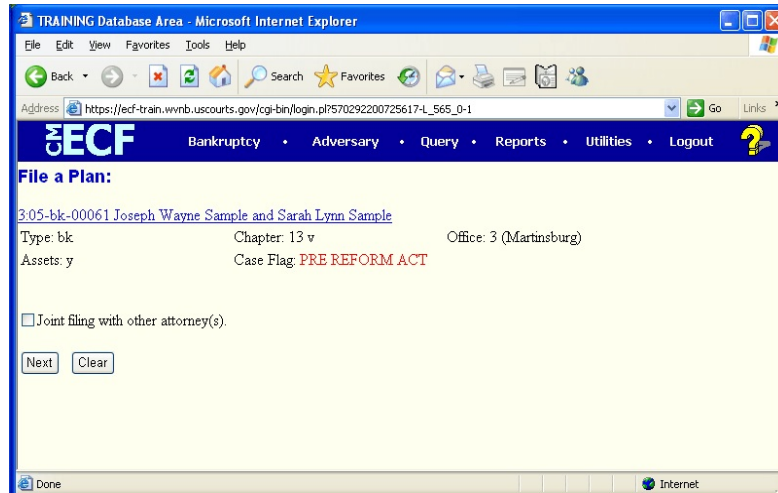


Figure 5

- ◆ Click **[Next]** to continue.

STEP 6 The **Select the Party** screen appears.

- ◆ Select debtor(s). (See Figure 6.)

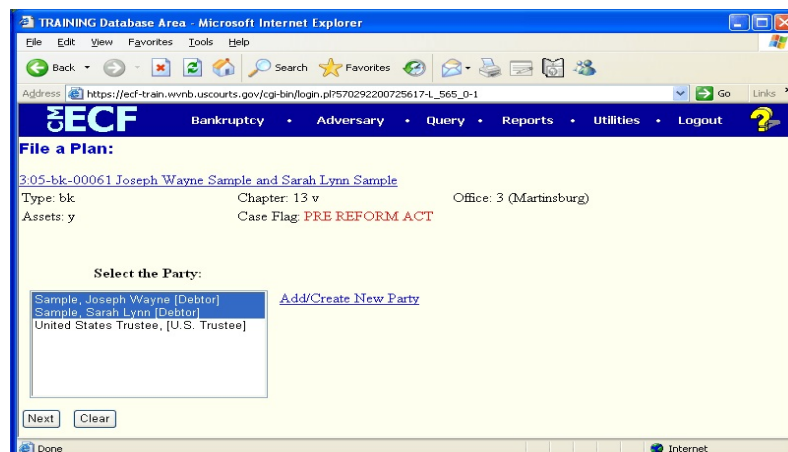


Figure 6

- ◆ Click **[Next]** to continue.

STEP 7 The **Select the PDF Document** screen displays.
(See Figure 7a.)

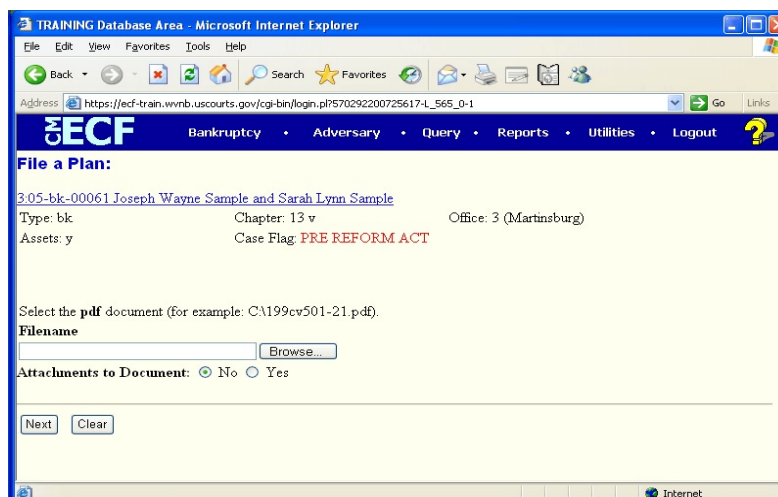


Figure 7a

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it.
- ◆ In the **File Upload** screen, change **Files of type:** to **All Files(*.*)**.

NOTE: If you wish to view the image before selecting to be sure you have chosen the correct file, before double-clicking, first right click on the highlighted filename and click on **open**. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.

- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information.) (See Figure 7b.)

TRAINING Database Area - Microsoft Internet Explorer

Address: https://ecf-train.wvnb.uscourts.gov/cgi-bin/login.pl?570292200725617-4_565_0-1

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

File a Plan:

3:05-bk-00061 [Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v Office: 3 (Martinsburg)

Assets: y Case Flag: PRE REFORM ACT

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename
H:\CLERKS\02-156def.pdf

Attachments to Document: ☒ No ☐ Yes

Figure 7b

- ◆ Click **[Next]** to continue.
- ◆ Select **y** or **n** if attaching Certificate of Service. (See Figure 8)

Note: When filing Chapter 13 Plan, a certificate of service is required.

TRAINING Database Area - Microsoft Internet Explorer

Address: https://ecf-train.wvnb.uscourts.gov/cgi-bin/login.pl?570292200725617-4_565_0-1

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

File a Plan:

3:05-bk-00061 [Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v Office: 3 (Martinsburg)

Assets: y Case Flag: PRE REFORM ACT

With Certificate of Service? y or n: y

Figure 8

- ◆ Click **[Next]** to continue.

STEP 9 The **Docket Text: Modify as Appropriate** screen displays. (See Figure 9.)

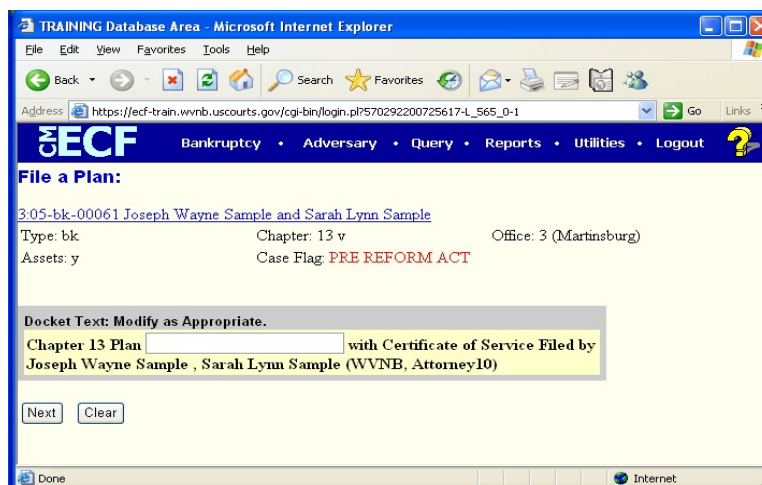


Figure 9

- ◆ Verify the accuracy of the Docket Text.
- ◆ You may enter additional text in the white box if necessary.
- ◆ Click **[Next]** to continue.

STEP 10 The **Final Docket Text** screen displays. (See Figure 10.)

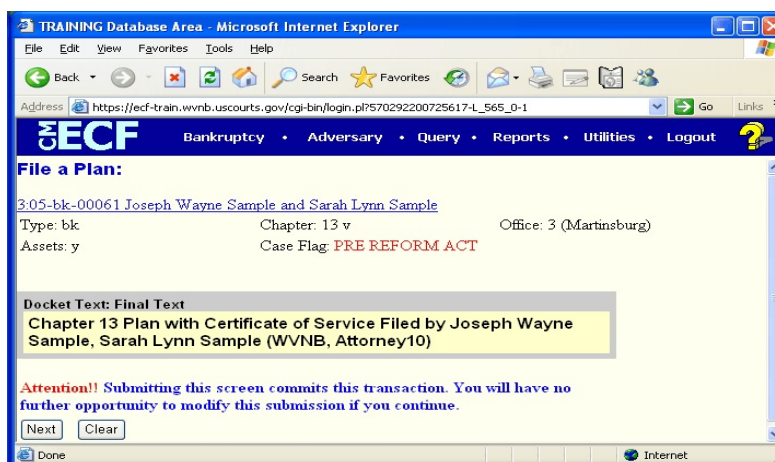


Figure 10

◆ Verify the Final Docket Text. Read the warning message.

◆ If the Final Docket Text is **correct**:

Click **[Next]** to continue and officially submit the document.

◆ If the Final Docket Text is **incorrect**:

Click the browser **[Back]** button to find the error(s) and then proceed with the event.

To abort or restart the transaction, return to **Step 1** and begin again.

STEP 11 The **NOTICE OF ELECTRONIC FILING** screen appears. (See Figure 11.)

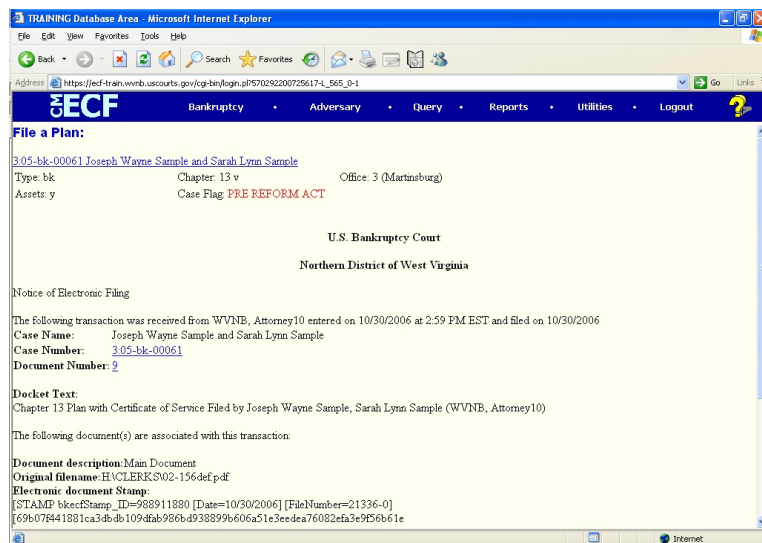


Figure 11

- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.